

Program Evaluation Questionnaire Instructions

Special Notes:

- Your “enter” key will not work in this program. You must click the buttons indicated in each step.
- You have approximately 15 minutes to enter information on a standard. After 15 minutes you will be “timed out” and all answers to that standard will be deleted. You cannot save information in a standard unless all questions have been answered, so if you are nearing the 15-minute time limit type “not completed” in the essay responses and click **Save & Continue**. You can go back and edit these areas.
- After completing the questionnaire, you will be given the option to print your answers. Upon releasing your answers to us, you will no longer be able to see your questionnaire.
- If you forget the password you created, call Lorie Ruff at (701)328-3192.

Steps in Accessing and Completing the Questionnaire:

1. Go to our website: **www.nd.gov/cte/services/program-eval**
2. To review questionnaires prior to logging into the system, click **Preview Questionnaires** and print your program area questionnaire.

It is suggested that you print the preview questionnaire and complete it prior to logging in. This will reduce the time you spend entering information when you are logged in and will give you a back-up document in case you are “timed-out” of the system while responding to the evaluation items or are unable to print the completed questionnaire.

3. When you are ready to enter the data, click **Program Evaluation Questionnaires** and select your school or campus.
4. Select the questionnaire for your program area. Choose the questionnaire marked (new). After you have completed the initial information, your name will appear behind one of them. If you must leave the document (or are timed out), select the document with your name on it when you log in again.
5. Complete the following information:
 - Instructor’s Name(s)** – in programs with multiple instructors list names of all instructors but complete only one questionnaire as a group.
 - Administrator** – provide the name of the administrator who has the most direct contact with your program.
 - Password** – create a password that has up to 10 characters. If you leave the document before finishing it (or are timed out) use this password to reenter the document.
 - *Postsecondary Only** – list your program specialty (example-Ag/Turf Management)
6. Click **Save Changes** to save your information or **Cancel Changes** to delete all entered information.
7. Select the standard you wish to complete and click **Complete Selected Standard**
8. Complete the questions in the standard and click **Save & Continue** to save your answers or **Cancel** to delete your answers in that standard.
9. Repeat steps 7 and 8 until all 12 standards have been completed.
10. After all standards have been completed, the screen will show a list of the standards that have been completed. You may edit any of your answers at this time.
11. To print your evaluation questions and answers, click **Print Evaluation**. You will not be able to see or print the questionnaire once you have released it to CTE.
12. To send the completed evaluation, click **Release Evaluation**.